

**RECREATION  
SPECIALIST  
NF-0188-04**

**FITNESS & SPORTS  
MORALE, WELFARE  
& RECREATION**

## **INTRODUCTION**

This position is located in Quality of Life Department, Athletics and Fitness Branch at Naval Air Station, Lemoore, CA. The Athletics and Fitness Branch provides social and recreational facilities/programs to active duty and retired military personnel, their dependents, DoD civilian employees, and guests. The purpose of this position is to plan and carry out a comprehensive athletic program to include all fitness and sports activities to meet the needs of the eligible patrons. The position serves as the Physical Readiness Testing (PRT) Program Coordinator for the Station. The incumbent is branch director supervising approximately 14 employees.

## **MAJOR DUTIES**

30% - Plans, develops, manages and maintains a very large athletic program which includes sporting activities, both directed and self directed, community and youth sports events and activities, aquatic programs both self directed and instructional, tennis program and small resale operation.

Facilities/Activities include: ten tennis courts in two separate locations, four swimming pools with bath houses, one picnic area, eight softball fields, two football/soccer fields, two outdoor basketball/volleyball courts, mile fitness trail, a 2.4 miles cross country course, indoor gymnasium with basketball courts and resale area, gear issue room, four racquetball courts, two physical fitness facilities in separate locations for weight lifting and aerobics classes, men's and women's locker/shower rooms and saunas.

Responsible for maintaining the athletic facilities and surrounding grounds. Makes recommendations' concerning the need for improvements to the existing facilities to meet the needs of the customers. Plans for the construction and renovation of various athletic facilities by developing special projects for appropriated and non-appropriated funding. Ensures adequate and safe spaces are maintained. Advises contractor or Public Works with professional expertise involving proper layout, etc. of athletic facilities.

Operates a small resale operation. Orders supplies and establishes prices. Maintains proper inventory and cash controls.

Solicits volunteers and Personal Services Contract Instructors for activities that could not be scheduled without assistance. Interviews and selects staff, negotiates and approves contracts, serves as contracting official to ensure contracted services are completed as contracted and payments are timely and accurate.

Develops plans for the use of all sports and aquatic facilities in the basic categories (i.e., basketball, softball, and swimming and those designed to meet more specialized interests and needs (i.e. karate, archery, and judo). Devises and adapts these various activities to conform to limitations in funds, facilities, equipment, and staff support. Ensures maximum effectiveness in attracting and motivating participants in recurring and non-recurring activities and special events.

Reviews plans and specifications to ensure hazards are eliminated. Participates with local safety professionals and industrial hygienists in the review process and makes recommendations for improvements. ~~Ensures~~ Ensures all recreational equipment conforms to the safety guidelines established by nationally recognized consumer agencies. Inspects all branch facilities. Prepares written reports on inspections, recommending hazard abatement plans and conducts follow-up inspections to ensure corrections have been made.

Makes recommendations concerning requests from non-movement groups for use of the athletic facilities for events such as community swim meets or special events and activity classes. Ensures usage does not conflict with official policies governing such use, prohibiting direct competition with civilian facilities.

Plans and coordinates recurring and non-recurring activities and special events. Arranges for all equipment and services for each event. Serves on various organizational committees that incorporate coordination with local city recreation departments, Navy regional sports conferences and special interest groups such as Special Olympics,

Boy or Girl Scouts, colleges, Fitness Fair representatives, etc.. Serves as Naval Station Project Officer for Navy wide Armed Forces training camps and championships. Works closely with BUPERS (Navy Personnel Center) to schedule events and arrange logistical support. Works with Commanding Officers to develop special sports and recreation programs for their commands to include but not limited to field days, aquatic events and command picnics. Provides technical advice to commands on sport rules and conducting events.

25 % - Conducts training on job related subjects in order to broaden the knowledge of subordinates and provide the opportunity for advancement. Implements provisions of personnel management regarding EEO action plans, training plans, employee schedules, use of leave, and overtime practices. Evaluates performance of employees. Provides instruction on new assignments and spot checks work in progress. Advises employees of performance requirements and updates/rewrites position descriptions when necessary. Informs employees about the policies, procedures and goals of management as they relate to the work center. Informs the Division Head of anticipated vacancies, program growth or decline and requirements to increase or decrease the number of required personnel. Receives grievances and resolves those that can be resolved at the first supervisory level. Takes actions such as letters of caution or reprimand, and recommends appropriate disciplinary actions. Selects employees from listings of qualified candidates to fill branch vacancies as needed. Sets priorities and tasking assignments for the assigned employees.

15% - Organizes and administers the Intramural and Varsity sports. Maintains records for all sports and publishes current standings. Meets annually with all military unit Athletic Officers to review the Station Sports Program instruction. Attends local and out-of-town conferences and meetings, including National Recreation and Safety Conferences for the purpose of explaining local programs, obtaining the information related to the latest program changes, new activities, equipment/products, etc. Evaluates the effectiveness of athletic programs and special events. Reviews participation, resources, unforeseen developments and program objectives. Determines the need for publicity, develops branch schedule of events and submits to the media and publicity specialist, ensuring maximum effectiveness in attracting and motivating participants in providing the widest possible range of activities in terms of military personnel interest and needs.

Serves as Contracting Official to monitor appropriated fund contract for sports official services. Ensures services are performed as contracted and provides verification as needed for payment of these services. Monitors contract requirements throughout the year to accurately report the number of games actually played in each sporting category. Ensures underutilized funds are recaptured for use in other critical program areas.

10% - Plans, develops and coordinates the aquatics program which includes utilization of all outdoor pools including year round use of the Station Lap Pool for physical fitness training and specialty exercise class purposes. The program includes advance lifesaving classes, water safety instructor classes, Swimming lessons, lifeguard certification and first aid/CPR classes, aqua aerobics and synchronized swimming classes. Hosting of scuba classes and various special events, command functions, daily open swimming and private swim parties.

20% - Develops annual budget for all branch operations. Maintains supporting data for inclusion into the overall QOL Department nonappropriated fund budget. Ensures available appropriated funds are effectively utilized to support the mission of the department. Plans and develops both short and long range financial goals for the branch. Reviews monthly financial statements to ensure budget goals are met and adjusts operations within budget constraints as needed. Determines projected expenses and revenues based on input from key employees within the branch. Screens all spending requests to ensure requests are in line with available funding and policies governing the appropriate use of those funds.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of athletics and safety program that would normally be obtained with completion of a four year degree in athletics or related field or with a minimum of five years extensive experience in the athletic/recreation arena. Must have an in depth knowledge of activities, interest and needs of the military community to plan and conduct programs which will attract maximum number of participants.

Knowledge of athletics and aquatics program to include all related principles, concepts and rules and must have the ability to apply them to effectively oversee and administer a versatile athletic program to include self directed activities, intramural and varsity sports, All Navy and Armed Forces level events and training camps. Must be knowledgeable of NCAA, AAU, ASA rules and Navy and Armed Forces instruction on sports.

Skill and knowledge necessary to effectively manage financial and physical resources.

Knowledge of personal physical fitness to include but not be limited to basic anatomy, cardiovascular system, aerobics and aqua aerobic/anaerobic exercise and be proficient in formulating both personal and group physical fitness programs for a vast section of the military community.

Skill writing and developing instructions, correspondence, training plans and various reports. All written material must be understandable to a wide section of the military community as well as the civilian section. Must have the ability to write at a level that will be accepted at the command and executive level.

Knowledge of athletics and recreation facilities and sports fields for the purpose of providing guidance and technical assistance to Public Works, Contractors and thus ensuring that the facilities are constructed in a safe and functional manner.

Ability to supervise, direct and motivate employees to obtain maximum productivity and efficiency. Must be knowledgeable in both appropriated/non-appropriated personnel instructions and must be able to apply them while handling routine to complex personnel issues. Must have ability and knowledge to deal with personnel actions in a logical way that would be satisfying to both management and personnel involved.

### **SUPERVISORY CONTROLS**

The incumbent, within the guidelines of the QOL instructions and budget, has authority to carry out the intent of the program as outlined by BUPERS and the QOL Director. The Athletic Director has total program management responsibility and authority to carry out the programs in the Athletics/Fitness Branch. The MWR Division Director provides overall program guidance and may establish some priorities under unusual circumstances. The supervisor does not make specific assignments but defines broad objectives, sets certain priorities and is available to assist in unusual circumstances.

### **GUIDELINES**

Guidelines are available for basic programs and consist of aquatic and athletic programs and operating procedures, rules and regulations that are adapted to meet the local environment and requirements. They are continually evaluated to meet the current trends and desires of the participants and a continued effort is made to incorporate the total family participation as primary goals and objectives of the QOL Department as carried out by the Athletic/Fitness Branch.

The incumbent uses considerable judgment in interpreting and applying guidelines and adapting agency policies and procedures to meet the needs of the local activity. Programs are continually assessed so that changes can be made or recommended to promote increased participation and more effective achievement of program goals.

### **COMPLEXITY**

The work requires the use of various regulations, processes and procedures particular to the programs managed. The size of program, number of teams, various ages/interests of participants and limited facilities continually require evaluation and determination of programs and events. The fundamental requirement of supporting the fleet and station activities requires modification of programs, registration, scheduling, and fundamental communications essential to the success of the programs offered. The athletic programs are often conducted in the evening when constant supervisory control and monitoring by key personnel are needed to effectively carry out the programs. The incumbent must be attune to the availability of funds and make adjustments accordingly.

## **SCOPE AND EFFECT**

The Athletics/Fitness branch and aquatics programs are designed to provide quality leisure programs and activities to create "Esprit de Corps" within the units. Programs are intended to improve the quality of life, military service retention ratings, physical readiness of the troops and the overall satisfaction with athletic/recreational opportunities offered.

## **PERSONAL CONTRACTS**

Contacts with recreation program personnel are for the purpose of planning, implementing and coordinating programs from local self directed to Navy regional, All Navy and Armed Forces championship and training camps. Contracts with athletic event participants are for the purpose of presenting various Athletic Achievement Awards and recognition. Other contacts include those with publicity persons on base and in the local community who are briefed on particular programs or events for the purpose of promoting and publicizing events. Contacts may be with commanding officers that are briefed on particular programs offered by QOL and information regarding the available athletic facilities. Contacts may be for the purpose of disseminating program information or advice on athletic and fitness matters.

## **PHYSICAL DEMANDS**

Some sitting, standing, walking and driving of vehicles, are required in overseeing athletic programs and facilities. Physical demands include stooping, stretching and twisting when demonstrating physical fitness techniques or sports indoctrination.

## **WORK ENVIRONMENT**

The Athletic activities involve everyday risks and discomforts that require normal safety precautions typical of sports specialty. Office work areas are adequately lighted, heated and ventilated. Varied work schedules are used to agree with special sporting events and sports tournaments. Due to outdoor events and aquatics operations, incumbent may be exposed to extreme temperatures at various periods of time.